



TEXAS DEPARTMENT OF LICENSING & REGULATION

USED AUTOMOTIVE PARTS RECYCLER INSPECTION REFERENCE GUIDE

Company Name: _____

License No.: _____ Inspection Date: _____

Statute	Rule	Requirements	DTE
	87.44(d)	Failed to cooperate with the inspector in the performance of the inspection.	DTE
Company License & Insurance			
2309.151(a)	87.20(a)	Failed to have valid UAPR Company License rffff	DTE
2309.151(b)(2)	87.20(b)	Operated a used automotive parts facility different from the one listed on the license.	DTE
2309.153(2)	87.40	Failed to maintain General Liability Insurance in the amount of \$250,000 (min.)	DTE
	87.23(b)	Expired company license.	DTE
Employee License			
2309.154(a)	87.24(a)	Fail of an individual to hold an UAPR employee License if, while in the course their employment, purchased or sold used automotive parts or vehicles.	DTE
2309.254(a)	87.24(c)	Company employed individual(s) without valid employee license(s).	DTE
	87.24(c)	Company failed to obtain or maintain a copy of an employee's valid UAPR employee License	
	87.26(c)	Expired employee license.	DTE
Records & Titles			
2309.302	87.71(a)	Failed to maintain a record of or sales receipt for each motor VEH/used automotive part purchased.	DTE
2309.301(a)	87.70	Fail to obtain ownership documents from the prior owner of the salvaged vehicle(s).	DTE
2309.301(b)	87.50(a)	Fail to surrender title to DMV within 31 days after acquiring vehicle.	
2309.301(c)	87.50(b)	Fail to maintain receipts for surrendered titles to DMV (VTR 340)	
2309.357(a)	87.78(a)	Failed to surrender to the TXDMV for cancellation a certificate of title or authority, sales receipt, or transfer document.	
2309.357(b)	87.78(b)	Failed to obtain a signed receipt for a surrendered certificate of title.	
	87.71(b)	Fail to maintain records for a purchased vehicle, for a minimum of three years.	DTE

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Component Parts			
2309.356	87.77	Failed to maintain copies of each required record for one year from the purchase date of each component part.	DTE
2309.354(a)	87.75	Failed to keep record of each purchased part date of purchase/delivery, DL # , description or name of person selling part with Texas Certificate Inventory # or Federal Taxpayer ID #.	DTE
2309.355(a)	87.76(a)	Fail of a UAPR to retain each component part in its original condition on business premises of recycler for at least three calendar days, excluding Sundays, after date recycler obtains part.	DTE
Standards of Conduct			
2309.303	87.72(a)	Failed to Immediately notify the Department of a change of physical location of the business.	DTE
2309.352(1)	87.73(1)	Failed to immediately remove all non-expired license plates.	
2309.352(2)	87.73(2)	Failed to maintain removed license plates in secure location until destroyed.	
2309.353(1) & (2)	87.74	Dismantled or disposed of a motor vehicle without first obtaining a certificate of authority to dispose of the vehicle, a sales receipt, or a transfer document for the vehicle, or a certificate of title showing that there are no liens on the vehicle or that all recorded liens have been released.	DTE
	87.44(d)	Fail of the Licensee, manager, or representative to cooperate with the inspector in the performance of the inspection.	DTE
	87.45(b)	Fail of the owner, manager or representative to make available all required records available immediately upon request.	DTE
	87.47 (a)(2)	Fail of the owner to complete all corrective actions within 10 days after receiving a list of corrective actions & provide written verification of the corrective actions to the department.	
Casual Vehicle Sales			
501.108	87.80	Failed to maintain records for 36 months of all casual sales of salvage or non-repairable motor vehicles.	DTE